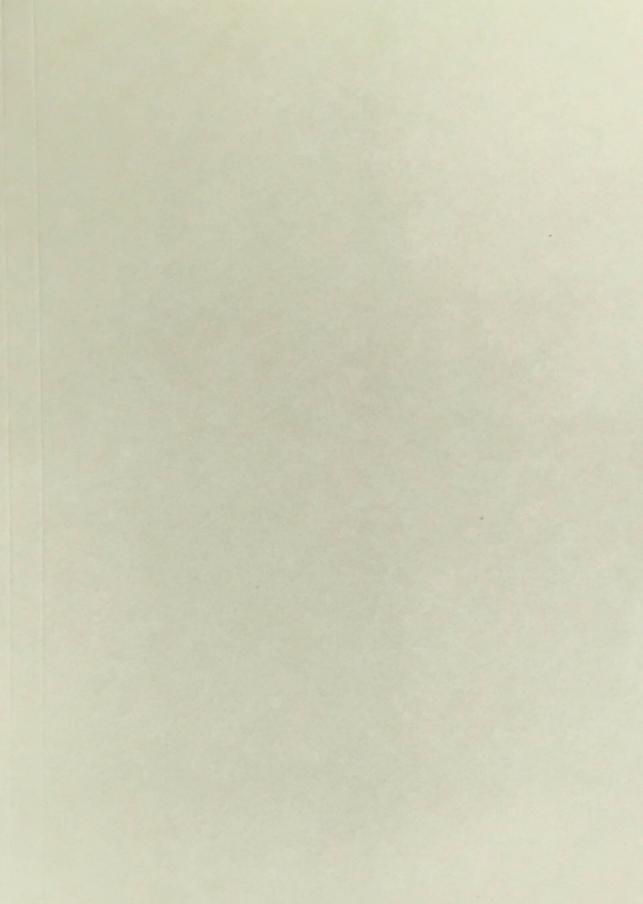
RG 104, 8NS-104-94-077 Box 1

8NS-104-94-077, Miscellaneous Correspondence & Memos, 1897-1994

Cooking Office, Doily Tebulations of Dold and Silver Byment 1946



DAILY TABULATION O	F GOLD AND SILVER	PAYMENTS	
GOLD		\$	
ESS CHARGES	100 March 100 Ma		
DVANCES deducted - Deposit No.			
DVANCES made (plus) - Deposit No.			
LUS SILVER		\$	
BI TATAMINE			
SILVER DI	STRIBUTIONS: Ounces	Value	Price
REGULAR ACT of 7/6/39-Supp. 7/31/4	6 \$		\$.905
SUBSIDIARY (Market)			
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Totals			
E-DEPOSITS			
RECOINAGE			
OLD PURCHASED @ \$20.674	Ounces	Valued	
OLD PURCHASED & \$20.017			
		Cashier	

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CASHIER'S OFFICE

DAILY TABULATION OF	GOLD AND S	ILVER PAYMENTS	
		\$	
GOLD	. 70	• • ·	
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ADVANCES made (plus) - Deposit No.			
PLUS SILVER			
NET PAYMENTS		*	
D. REGULAR-Act of 7/6/39-Supp. 7/31/46	Ounces	Value \$	Price \$.905
SUBSIDIARY (Market)			
Totals			
RE-DEPOSITS			
RECOINAGE			
GOLD PURCHASED @ \$20.67/	Ounces	Valued	

Clerk (Ahern):

Assists in work assigned to Peters.

Prints shipping tags on Addressograph
Substitutes when Peters is absent
Represents Cashier in checking shipments to Carriers, as to
denomination, quantity and bank.

Enters gold certificate bars

Types reports on results of review of Cashier's small lots

Calculates Com Bars

Foreman: (Schrock)

Supervists all shipping, receives deliveries of coin from Coiner, supervists stacking of coin, keeping approved coin separate from unapproved, supervises review and separation of uncurrent coin. Receives and stacks gold Bars from Refinery.

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SS CHARGES	The second of the second	
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VANCES deducted - Deposit No.	Regulated Delicable	
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VANCES made (plus) - Deposit 1		
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US SILVER	an appropriate or stem or mine order	
T PAYMENTS	\$	
	* (enegative	
S	SILVER DISTRIBUTIONS: Ounces Value	Price
REGULAR - ACT of 7/6/39-Supp		\$.905
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E-DEPOSITS	oddig an allif acillo fung carrel	
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	Isomer powded to chere for pontage	
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Cashier

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Cashier:
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Supervisory work -Conferences Keeps Control Books 232,233,234 Writes checks - Bullion - Minoracomage Fund -Answers correspondence Management Improvement Program Signs express bills Decodes messages Checks forms 12 Checks work done in stress Division Orders gold bars from M&R End of month reports Monthly coinage report Report to Accounting, showing numbers of pieces recd. & shipped. Issues Cashier's Daily to Bureau and Fed. Reserve. Destruction of Records-Files-Adjustments over & Short-Determine Pyx, Enter & obtain

Asst. Cashier:

Opens & closes vaults. (deliveries, shipments, etc.)
Supervises uncurrent coin
Prepares forms 511 (unc.coin)
Delivers unc. coin to M.&R.
Fills gold quotations & fills gold orders
Assists in writing checks
Prepares purchase forms on Cashier's misc. small lots of unc. coin.
Receives gold bars from Refinery (fine & commercial)
Fills in for Cashier
Lists vault balances
Institutes daily report to Accounting
Prepares reports to Treasurer on results of reviewed coin.

Clerk (Peters):

Makes deposit calculations Completes warrants Does abstracting of payments Fills in master copies (deposits), finenesses, etc. Posts deposit tickets to Source Record Issues forms 12 on shipments ssues express bills Lists locks on P.P. shipments Issues charge tickets Issues post office bills on Ditto machine Audits express vouchers Issues postal vouchers for postage on shipments Prepares monthly requisitions for supplies Sorts locks received Receives Blue Cross payments Prepares end of month reports quarterly, semi-annual and annual reports Receives Pyx coins + Makes Pyx Env -Keeps Time & Attendance Report Substitutes for Asst. Cashier Oashier's Cash TBor Brok

Coolins Office, Doily Tebulations of Dold and Silver Byment 1946

